

Objections to Motions (for Attorneys/Trustees)

This is the procedure to docket an objection (or a response) to a motion or application. The example used is an objection to a motion to avoid a lien.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
(See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

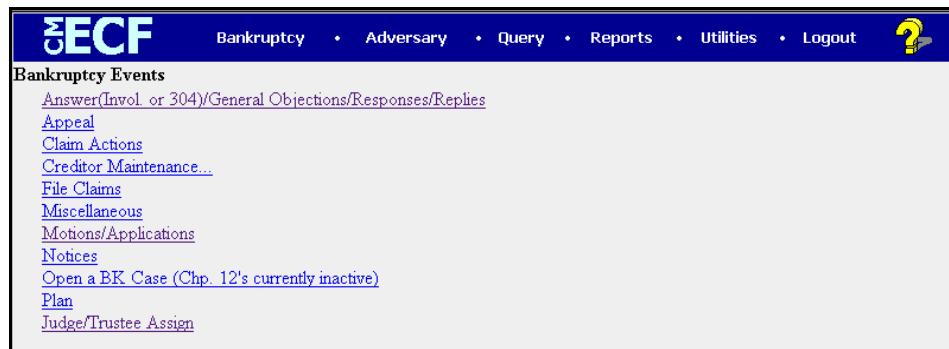


Figure 2

- Click the Answer (Invol. or 304)/General Objections/Responses/Replies hyperlink.

STEP 3 The **ANSWER/RESPONSE TYPE** screen displays. (See Figure 3.)

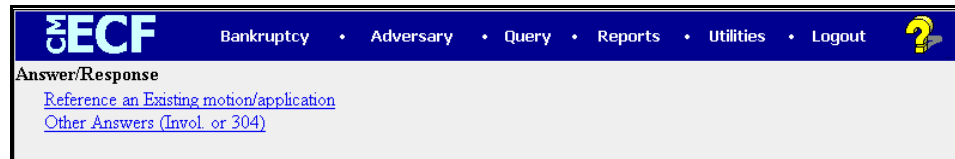


Figure 3

— Click the Reference an existing motion/application hyperlink.

STEP 4 The **CASE NUMBER** screen displays (See Figure 4.)

The screenshot shows the ECF interface for filing an answer. The top navigation bar is the same as in Figure 3. Below it, the page title is 'File an answer to a motion'. Underneath, there is a section titled 'Case Number'. It contains a text input field with '01-73' entered. To the right of the input field is a hint text: '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 4

— Enter the correct case number, including the hyphen.

— Click **[Next]**.

STEP 5 The **DOCUMENT TYPE SELECTION** screen displays.
(See Figure 5.)



Figure 5

- Click on the down arrow in the **Document Type** pick list.
- Your choices are Objection, Reply, or Response. Highlight *Objection*.
- Click **[Next]**.

STEP 6 The **JOINT FILING** screen displays. (See Figure 6.)

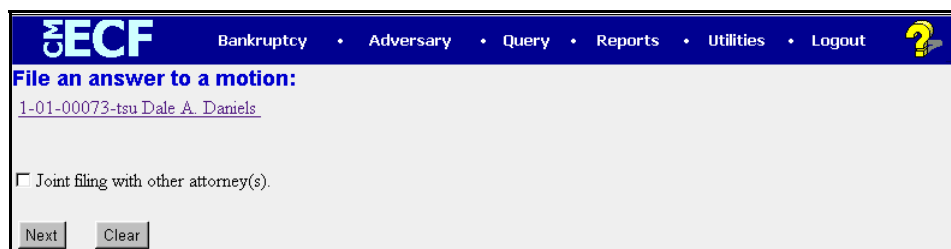


Figure 6

- This screen will only be used if another attorney is joining in this filing. In our example, no action is necessary.
- Click **[Next]**.

STEP 7 The **SELECT PARTY** screen displays. (See Figure 7.) All participating parties on the case will appear on this list.

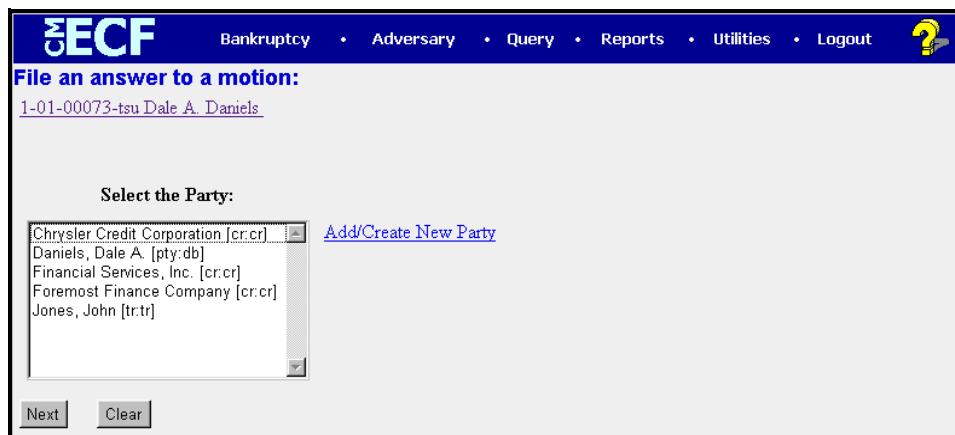
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the page title is "File an answer to a motion:" followed by a case number "1-01-00073-tsu Dale A. Daniels". The main content area is titled "Select the Party:". Below this title is a dropdown menu with the following options: "Chrysler Credit Corporation [cr:cr]", "Daniels, Dale A. [pty:db]", "Financial Services, Inc. [cr:cr]", "Foremost Finance Company [cr:cr]", and "Jones, John [tr:tr]". To the right of the dropdown menu is a blue hyperlink labeled "Add/Create New Party". At the bottom of the dropdown menu are two buttons: "Next" and "Clear".

Figure 7

- The party for whom you are filing the objection in this example is Household Finance.
- Since the party name (Household Finance) does not display in the **Select The Party** box, they need to be added to this case.
- Click the Add/Create New Party hyperlink.

STEP 8 The **PARTY SEARCH** screen displays. (See Figure 8.) You must first search the database to retrieve the party record. If the party is new to the court, a new party record must be created.

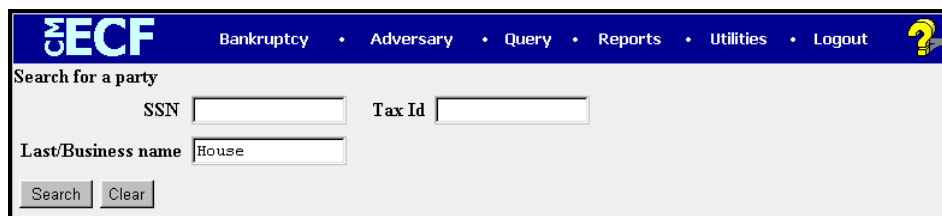
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the page title is "Search for a party". The main content area contains two input fields: "SSN" and "Tax Id". Below these fields is a text input field labeled "Last/Business name" with the text "House" entered. At the bottom of the form are two buttons: "Search" and "Clear".

Figure 8

- It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien, Garcia-Barrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)

- Click in the **Last/Business name** box and enter the last (or partial) name or business name of the party. We have entered House for Household Finance.
- Click **[Search]** .

STEP 9 The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were made for Household Finance. (See Figure 9.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Search for a party

SSN Tax Id

Last/Business name

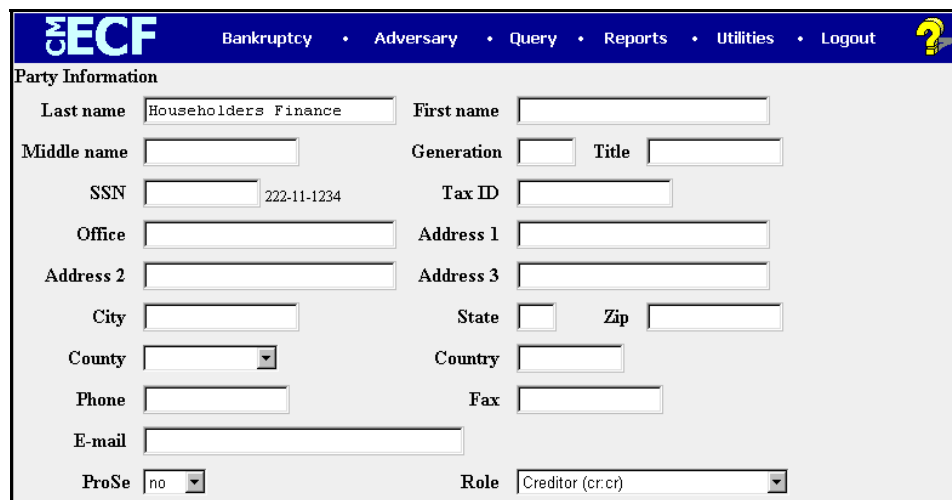
Party search results

No person found.

Figure 9

- Click the **[Create new party]** button.

STEP 10 The **PARTY INFORMATION** screen will then appear.
(See Figure 10.)



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right corner. Below the header, the title "Party Information" is displayed. The form contains several input fields and dropdown menus. The "Last name" field is pre-filled with "Householders Finance". The "First name" field is empty. The "Middle name" field is empty. The "Generation" and "Title" fields are empty. The "SSN" field is pre-filled with "222-11-1234". The "Tax ID" field is empty. The "Office" field is empty. The "Address 1" field is empty. The "Address 2" field is empty. The "Address 3" field is empty. The "City" field is empty. The "State" field is empty. The "Zip" field is empty. The "County" field is a dropdown menu. The "Country" field is empty. The "Phone" field is empty. The "Fax" field is empty. The "E-mail" field is empty. The "ProSe" field is a dropdown menu with "no" selected. The "Role" field is a dropdown menu with "Creditor (cr:cr)" selected.

Figure 10

- Complete all appropriate name fields. The entire business name should be entered in the Last Name field. Do not add address information.
- Since this party is represented by an attorney, do not change the pro se default value of **No**.
- Click to expand the Party Role list arrow – and highlight **Creditor (cr:cr)**.
- Click **[Submit]**.

STEP 11 The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list (Householders Finance). (See Figure 11.)



Figure 11

— Click **[Next]**.

STEP 12 The **ATTORNEY/PARTY ASSOCIATION** screen appears. (See Figure 12.)

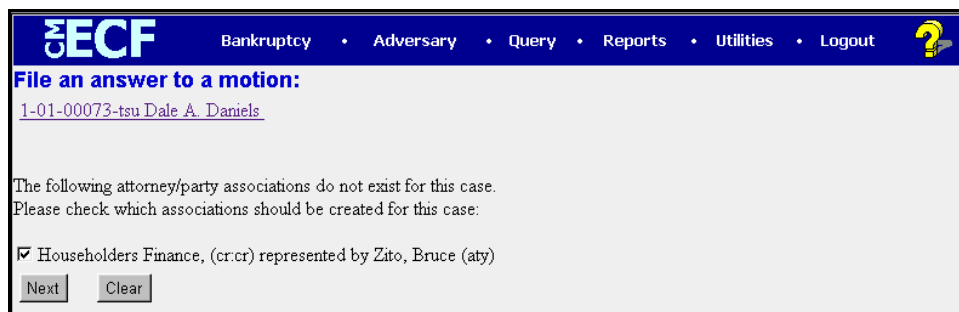
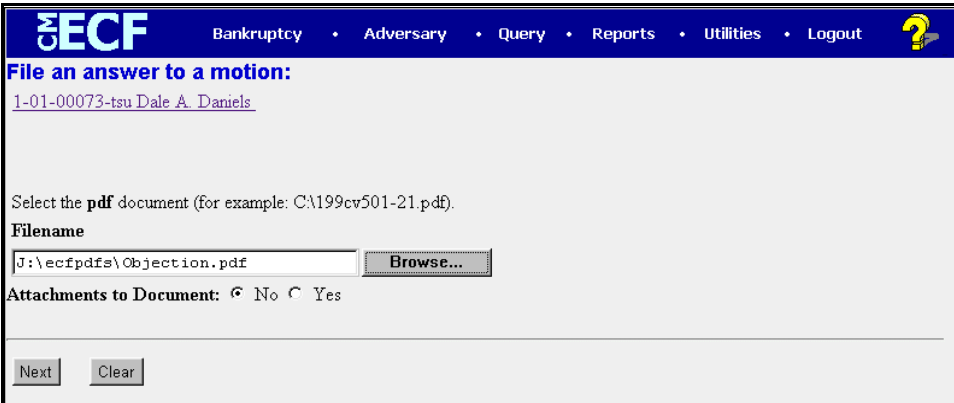


Figure 12

- Since your party, Householders Finance, is new, this screen will establish you as counsel for them on this case. (In this example, Bruce Zito is counsel for Householders Finance.)
- Check the box and click **[Next]**.

STEP 13 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 13.)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right corner. Below the header, the main content area has a title "File an answer to a motion:" followed by a link "1-01-00073-tsu Dale A. Daniels". The instruction "Select the pdf document (for example: CA199cv501-21.pdf)." is displayed. Below this, there is a "Filename" label and a text input field containing "J:\ecf\pdfs\Objection.pdf". To the right of the input field is a "Browse..." button. Below the input field, there is a label "Attachments to Document:" followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 13

- Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.
- Double-click the PDF file to select it.
- There will not be any Attachments to the objection in this example, so we will accept the **No** default radio button.
- Click **[Next]**.

STEP 14 The **PENDING MOTIONS** screen appears. (See Figure 14a.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an answer to a motion:
[1-01-00073-tsu Dale A. Daniels](#)

Select the applicable motion(s)/application(s).

<input type="checkbox"/>	11/05/2001	5	Motion for Relief from Stay. Receipt Number CC, Fee Amount \$75. Filed by Perry Mason on behalf of Foremost Finance Company. (Eau Claire, Cindy) (Entered: 11/06/2001)
<input type="checkbox"/>	11/14/2001	11	Motion for Relief from Stay. Receipt Number CC, Fee Amount \$75. Filed by Cornelius Appleby on behalf of Financial Services, Inc.. (Eau Claire, Cindy)
<input checked="" type="checkbox"/>	11/14/2001	16	Motion to Avoid Lien of <i>Householders Finance</i> Filed by Bruce Williams on behalf of Dale A. Daniels. (Eau Claire, Cindy) (Entered: 11/26/2001)

Figure 14a

- Select the appropriate motion you wish to answer by clicking in the box next to the date. If there is more than one possibility, click on the document number hyperlink to view the imaged application or motion.
- In preparation for enhancing the **FINAL DOCKET TEXT** screen, you can use a Windows shortcut to assist your processing.
 - Using your mouse, highlight the text of the Motion to Avoid Lien. (See Figure 14b.)

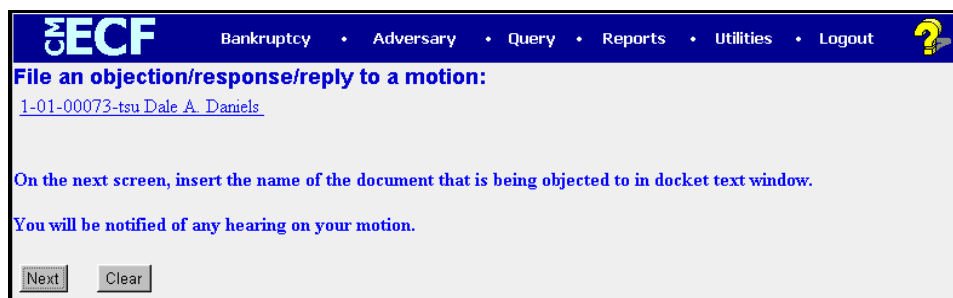
<input checked="" type="checkbox"/>	11/14/2001	16	Motion to Avoid Lien of <i>Householders Finance</i> Filed by Bruce Williams on behalf of Dale A. Daniels. (Eau Claire, Cindy) (Entered: 11/26/2001)
-------------------------------------	------------	--------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------

Figure 14b

- From the browser Edit pull down menu, select Copy or execute the keystroke **[Ctrl+C]**. This will store the text in the Windows clipboard until you are ready to paste it into the final docket text.
- This utility can eliminate extra typing and also make the entries of the same type on the docket sheet more standardized. This step is optional; the final docket text can still be modified by typing additional text.

— Click **[Next]**.

STEP 15 A reminder message will display to ensure the final docket text is complete and meaningful. (See Figure 15.)

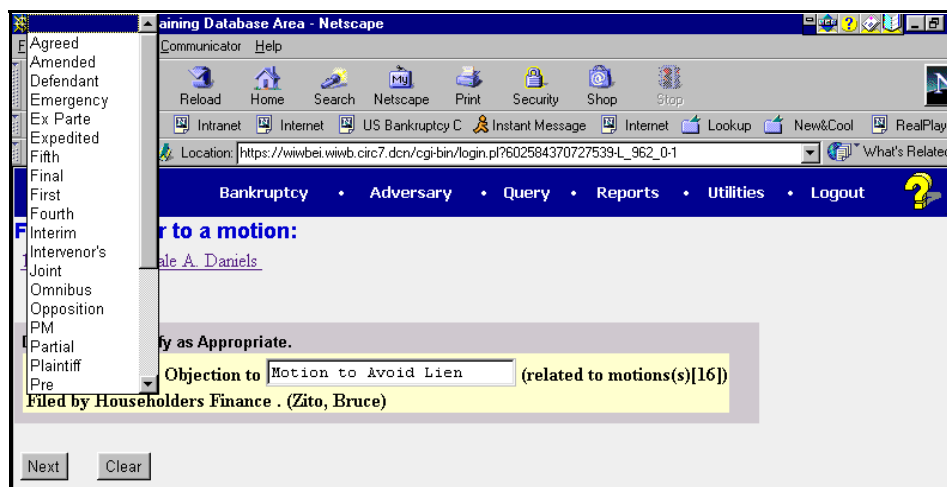


The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the main heading reads "File an objection/response/reply to a motion:". Underneath, a specific case is identified: "1-01-00073-tsu Dale A. Daniels". A reminder message states: "On the next screen, insert the name of the document that is being objected to in docket text window. You will be notified of any hearing on your motion." At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 15

— Click **[Next]**.

STEP 16 The **MODIFY DOCKET TEXT** screen appears. (See Figure 16.)

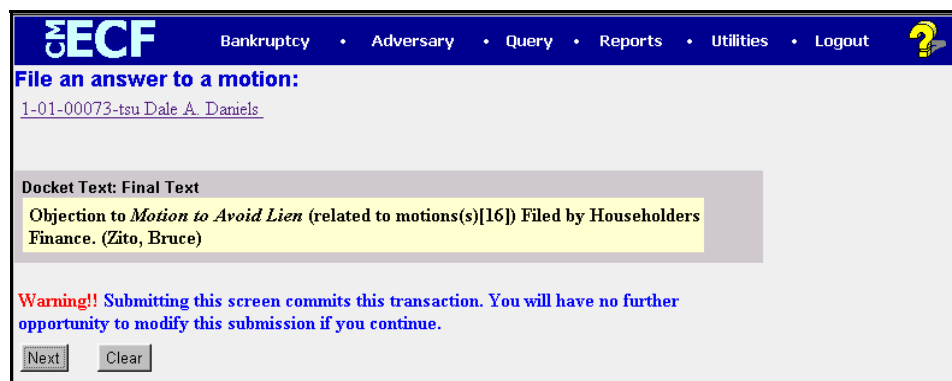


The screenshot shows the ECF system interface with a dropdown menu open on the left side. The menu lists various document types: Agreed, Amended, Defendant, Emergency, Ex Parte, Expedited, Fifth, Final, First, Fourth, Interim, Intervenor's, Joint, Omnibus, Opposition, PM, Partial, Plaintiff, Pre, and Filed by Householders Finance. The main heading reads "File an objection/response/reply to a motion:". Below this, the case is identified: "1-01-00073-tsu Dale A. Daniels". A reminder message states: "On the next screen, insert the name of the document that is being objected to in docket text window. You will be notified of any hearing on your motion." At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 16

- The prefixes are optional. (See pop-up menu above.)
- Complete the docket text with the appropriate prefix (if any) and descriptive detail. If you have copied the text from the motion in **Step 14**, position your cursor within the text box and click on Edit on the browser Menu bar and select Paste, or, alternatively use the keystroke [Ctrl + V] to paste.
- Click **[Next]**.

STEP 17 The **FINAL DOCKET TEXT** screen appears. (See Figure 17.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an answer to a motion:
[1-01-00073--tsu Dale A. Daniels](#)

Docket Text: Final Text
Objection to *Motion to Avoid Lien* (related to motions(s)[16]) Filed by Household Finance. (Zito, Bruce)

Warning!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 17

- Use caution on this screen and proof the contents of the entry carefully.

NOTE: To abort or restart the transaction at any time, click the Bankruptcy hyperlink on the main menu bar.

- When you click **[Next]**, the entry is sent to the court's database.

STEP 18 The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 18.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an answer to a motion:
[1-01-00073-tsu Dale A. Daniels](#)

Notice of Electronic Filing

The following transaction was received from Zito, Bruce E. on 11/28/2001 at 2:12 PM CST

Case Name: Dale A. Daniels
Case Number: [1-01-00073-tsu](#)
Document Number: [18](#)

Docket Text:
Objection to *Motion to Avoid Lien* (related to motions(s)[16]) Filed by Householders Finance. (Zito, Bruce)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: J:\ecfpdfs\Objection.pdf
Electronic document Stamp:
KeyFile (/app01/BKECF/server/./support/Keys/bkecfkey) is not available for this court.

1-01-00073-tsu Notice will be electronically mailed to:

John Jones ,

1-01-00073-tsu Notice will not be electronically mailed to:

Cornelius Appleby
Black, Thorndike and Apple
1923 E. Walnut Street
Indianapolis, IN 46204

Figure 18

- The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- Clicking on the document number hyperlink will present the PDF image of the document just filed. Clicking on the document number here will allow you to view the filed document once without charge.

- Scroll down to see participants who have or have not registered for electronic noticing on this case.
- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

STEP 19 Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below. (See Figure 19.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

Figure 19

*****NOTE TO PUBLIC ACCESS USERS*****

You may view filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.